



COMMUNITY COLLEGE OF BEAVER COUNTY
Information & Registration Center
 1 Campus Drive
 Monaca, Pennsylvania 15061-2588

Student Information

TRANSCRIPT REQUEST

Transcripts

The College transcript is an official record of a student's academic work. An official transcript bears the signature of the Director of Enrollment Services and the seal of the College.

1. Submit a written request to the Information & Registration Center
 CCBC Main Campus: 1 Campus Drive • Monaca, PA 15061
 Email address: transcripts.request@ccbc.edu - signature required
 Fax #: 724-480-3569
2. Allow a minimum of three working days for the preparation of the transcript.

In certain circumstances students require immediate access to transcripts. The Information & Registration Center will process same day in person requests as a priority. To accommodate this special handling students must:

1. Pay a special handling transcript fee of \$5 per transcript for over the counter.

No transcript or other enrollment information will be released by the College if the student owes any financial balance to the school.

Your Name _____

Previous Name (if applicable) _____

Social Security #or CCBC student ID # _____

Street _____

City _____ State _____ Zip _____

Phone # _____ Birthdate _____

Student Signature _____

Phi Theta Kappa

Mail Transcript To:

Name _____

Department _____

Street _____

City _____ State _____ Zip _____